



Reregistered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Develop and use keyboard skills to enter text

SAQA US ID		UNIT STANDARD TITLE	
9357		Develop and use keyboard skills to enter text	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 1	4
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered	2005-11-01	2008-11-01	SAQA 0160/05

PURPOSE OF THE UNIT STANDARD

Purpose People credited with this unit standard are able to use keyboard techniques to key in alpha and numeric text, symbols, and special characters, using a standard alpha-numerical keyboard; identify and remedy technique errors; apply keyboard techniques and ergonomic practices to avoid overuse injuries; and produce sentences and paragraphs containing alpha and numeric text, symbols and special characters.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Communication skills at least at General Education and Training (GET) level.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters.

Notes

Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters, using a standard alpha-numeric keyboard.

Range

Forearm, wrist, hand and fingers, posture, location of guide keys, automatic response to key location, use of fingering pathways and key striking motion for keyboard used.

Associated Assessment Criteria 1

Text entry settings established for line spacing, font size, and page margins are consistent with information provided and output required.

Notes

Range

Associated Assessment Criteria 2

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Text entry functions are identified and used to produce output in accordance with information provided and output required.

Notes

Range

Entry functions may include but are not limited to - shift, caps lock, enter, space bar, backspace, tab, cursor keys, delete, insert, over type; evidence is required for six entry functions.

Associated Assessment Criteria 3

Keyboard techniques are used to key-in short passages of 150 keystrokes containing alpha and numeric text, symbols, special characters, and incorporating punctuation, in accordance with information provided and output required.

Notes

Range

Associated Assessment Criteria 4

Keyboard techniques developed are appropriate to the keyboard system adopted, and are within the physical capabilities of the keyboard operator.

Notes

Range

SPECIFIC OUTCOME 2

Identify and remedy technique errors.

Notes

Range

Associated Assessment Criteria 1

All keyboarded text is proof-read and errors are identified.

Notes

Range

Associated Assessment Criteria 2

Analysis of keyboard techniques applied and text output produced is used to identify technique errors.

Notes

Range

Associated Assessment Criteria 3

Remedial techniques are applied to achieve improved keyboard skill and quality of text output.

Notes

Range

SPECIFIC OUTCOME 3

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Apply keyboard techniques and ergonomic practices to avoid overuse injuries.

Notes

Range

Associated Assessment Criteria 1

Positioning of fingers, wrists, forearms, and back, in relationship to the size, slope and type of keyboard being used, is consistent with occupational health and safety guidelines for keyboard operators.

Notes

Range

Associated Assessment Criteria 2

Overuse syndrome prevention techniques are demonstrated in relation to posture and technique in accordance with occupational health and safety guidelines for keyboard operators.

Notes

Range

Associated Assessment Criteria 3

Concepts of ergonomic practice relating to keyboard are explained in accordance with occupational health and safety guidelines for keyboarding errors.

Notes

Range

Examples of ergonomic factors may include but are not limited to room temperature, humidity, ventilation, workstation location and design, chair design and height, acoustics and noise level, lighting, positioning of power cables, positioning of keyboard and screen, screen background colour, screen brightness control, reduction of screen glare and radiation, screen tilt, copyholder type and position, use of footrests, anti-static furnishings; explanation is required for five ergonomic factors.

SPECIFIC OUTCOME 4

Produce sentences and paragraph containing alpha and numeric text, symbols and special characters.

Notes

Range

Associated Assessment Criteria 1

Keyboard techniques are used to key-in alpha entries containing a minimum of 150 words (750 keystrokes), in accordance with information provided and output required.

Notes

Range

Associated Assessment Criteria 2

Keyboard techniques are used to key-in text containing alpha and numeric entries, symbols and special characters, of a minimum of 1 000 keystrokes, in accordance with

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information provided and output required.

Notes

Range

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

1. All activities associated with this standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices for keyboard operators, and will required consideration of relevant current legislation and future amendments to legislation: Health and Safety in Employment Act.
2. Text produced will contain words not exceeding an average of 1.5 syllables per dictionary word.



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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

SAQA US ID		UNIT STANDARD TITLE	
116930		Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	5
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to enhance presentation appearance using a Graphical User Interface (GUI)-based presentation application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Create a graph in a presentation.
- Create an organisational chart in a presentation.
- Create a drawing in a presentation.
- Import images into a presentation.
- Images and objects are manipulated in presentation.
- Animation effects and transitions are applied or added to a presentation.
- Master Slides are customised within a presentation.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF level 1.
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF level 1).
- Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations. (ID 116933 - NQF level 1).
- Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief (ID 117923 - NQF level 2).

UNIT STANDARD RANGE

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- This standard is applicable to any presentation application that runs on any Graphical User Interface (GUI) operating system.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.
- Appearance enhancement is done by the use of chart graphs, drawn objects, images, objects.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Create a graph in a presentation.

Notes

Range

Graph refers to all types of graphs and/or charts.

Associated Assessment Criteria 1

A new graph is created to represent given data.

Notes

Range

Associated Assessment Criteria 2

Graph colours are changed to enhance appearance.

Notes

Range

Graph area, data series.

Associated Assessment Criteria 3

The graph type is changed to improve usability, according to given specifications.

Notes

Range

Associated Assessment Criteria 4

Graphs are resized to improve usability, according to given specifications.

Notes

Range

SPECIFIC OUTCOME 2

Create an organisational chart in a presentation.

Notes

Range

Associated Assessment Criteria 1

A new organisational chart is created to present specific given organisational information.

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Notes

Range

Minimum of three levels and hierarchical elements.

Associated Assessment Criteria 2

The hierarchical structure of an organisational chart is changed to enhance usability.

Notes

Range

Associated Assessment Criteria 3

Hierarchical elements are added and removed according to given specifications.

Notes

Range

Subordinate, co-worker, manager.

SPECIFIC OUTCOME 3

Create a drawing in a presentation.

Notes

Range

Associated Assessment Criteria 1

Lines are drawn into a presentation and their attributes changed.

Notes

Range

- Lines include: Straight line, arrow line, curve line, freeform line.
- Attributes include: Style, arrow start and finish, colour, width.

Associated Assessment Criteria 2

Shapes are drawn into a presentation.

Notes

Range

At least two of: Box, circle, autoshape.

Associated Assessment Criteria 3

The orientation of a drawing is changed according to given specifications.

Notes

Range

Associated Assessment Criteria 4

The attributes of a shape are changed.

Notes

Range

Any three of: line colour, fill colour, 3-D.

Associated Assessment Criteria 5

Drawings are resized to improve the layout of the related presentation.

Notes

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Range

Resize entire drawing.

Associated Assessment Criteria 6

Drawing objects are re-aligned in the presentation.

Notes

Range

At least one of: automatically, manually.

Associated Assessment Criteria 7

The order of display of overlapping objects is changed relative to the other drawing objects.

Notes

Range

Associated Assessment Criteria 8

Connector lines are added between shapes.

Notes

Range

SPECIFIC OUTCOME 4

Import images into a presentation.

Notes

Range

Associated Assessment Criteria 1

Images are imported from different file types, for inclusion into a presentation.

Notes

Range

File types: JPEG, WMF, BMP.

Associated Assessment Criteria 2

Images are resized.

Notes

Range

Resize entire image, crop image.

Associated Assessment Criteria 3

An image is copied to a master slide.

Notes

Range

SPECIFIC OUTCOME 5

Images and objects are manipulated in presentation.

Notes

Range

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Chart/graphs, organisational charts, drawing objects.

Associated Assessment Criteria 1

Images and objects are moved.

Notes

Range

Associated Assessment Criteria 2

Images and objects are copied.

Notes

Range

Associated Assessment Criteria 3

Images and objects are deleted.

Notes

Range

Associated Assessment Criteria 4

Images and objects are manipulated.

Notes

Range

Flip and rotate images.

SPECIFIC OUTCOME 6

Animation effects and transitions are applied or added to a presentation.

Notes

Range

Associated Assessment Criteria 1

Animation effects are applied to the presentation.

Notes

Range

At least 3 of the following: Animation effects, timing, sounds, sequence, automatic, manual.

Associated Assessment Criteria 2

Slide transition effects and timing are added to a presentation.

Notes

Range

At least 2 of the following: Transition effects, timing, sounds, automatic, manual.

SPECIFIC OUTCOME 7

Master Slides are customised within a presentation.

Notes

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Range

Associated Assessment Criteria 1

An item is copied to a master slide.

Notes

Range

Item: Any one of drawing object, image, object.

Associated Assessment Criteria 2

Formatting is changed.

Notes

Range

At least 4 of the following: Font, style, size, colour, alignment, bullets, numbering, line spacing, character spacing, headers, footers, background.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

Registered

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using a presentation application.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by understanding the saved destination and file name conventions.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by effectively using the Help function and by using the check for synonyms and antonyms, and searching for information in the presentation application.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a presentation to improve communication.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a presentation application to create and edit presentation.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7575, which was "Produce presentation documents for business", Level 3, 5 Credits.

Assessor Notes:

- a. The following must be made available to the learner at the start of the assessment:
 - ClipArt gallery.
 - At least one picture and one image in: JPEG, WMF, BMP format.
- b. Charting refers to creating a chart from valid source material and not copying a chart.
- c. GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- d. Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.



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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based web-browser to search the Internet

SAQA US ID		UNIT STANDARD TITLE	
116931		Use a Graphical User Interface (GUI)-based web-browser to search the Internet	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 2	4
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to use a GUI-based web browser to search for information on the Internet either as a user of computers or as basic knowledge for a career in the ICT industry.

People credited with this unit standard are able to:

- Understand the concepts and terms of the Internet.
- Explain legal and ethical issues in relation to Internet use.
- Use a GUI-based browser to display a given Web Page.
- Adjust settings to customise the view and preferences of the browser application.
- Navigate on the Internet.
- Use a Search Engine to locate given information specifications.
- Obtain information from a Web site.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in the following:

- Mathematical literacy and communication skills at least at NQF Level 1.
- ID 116932: Operate a personal computer system, NQF Level 1.
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF Level 1.

UNIT STANDARD RANGE

- This standard is applicable to any browser application that operates in a Graphical User Interface (GUI)-based environment.

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- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Understand the concepts and terms of the Internet.

Notes

Range

Associated Assessment Criteria 1

The concepts are explained in terms of their meaning and relation to the use of the Internet as a whole.

Notes

Range

At least three of the following:

- WWW (World Wide Web), Uniform Resource Locator (URL), HyperText Transfer Protocol (HTTP), Internet Service Providers (ISP), File Transfer Protocol (FTP), Hyperlink, HyperText Markup Language (HTML), limitations, control, navigation, frames.

Associated Assessment Criteria 2

The structure of a web address (URL-Universal Resource Locator) is explained using an example.

Notes

Range

Associated Assessment Criteria 3

Web Browsers are explained in terms of their purpose and use.

Notes

Range

Associated Assessment Criteria 4

Examples of Web Browsers are given.

Notes

Range

Minimum of two Web Browsers, including, but not limited to: Internet Explorer, Netscape Navigator, Firefox.

Associated Assessment Criteria 5

Search Engines are explained in terms of their purpose and use.

Notes

Range

Associated Assessment Criteria 6

Cookies are explained in terms of their purpose and use.

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Notes

Range

Associated Assessment Criteria 7

Internet Cache is explained in terms of its purpose and use.

Notes

Range

Associated Assessment Criteria 8

The benefits of using the Internet are explained.

Notes

Range

At least three of the following which may include but not limited to:

- Information access, 24-hour access, own website for others to access, efficient provision of customer service information, use of multi-media, computer supported collaborative work.

Associated Assessment Criteria 9

The limitations of using the Internet are explained.

Notes

Range

At least three of the following which may include but not limited to:

- Identifying authoritative sources, currency of information, accuracy of information, security, staff time involved in using the Internet, download speed, spreading viruses.

SPECIFIC OUTCOME 2

Explain legal and ethical issues in relation to Internet use.

Notes

Range

Associated Assessment Criteria 1

The explanation includes the implications of various acts, in terms of using information from the Internet.

Notes

Range

The implications of current legislation on the use of information from the internet need to be included in explanations with reference to national and international practice. At least two laws need to be included.

Associated Assessment Criteria 2

The explanation includes implications of providing Internet access to individuals in terms of security of information, and virus protection.

Notes

Range

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Associated Assessment Criteria 3

The explanation includes security considerations of using the Internet.

Notes

Range

At least two of:

- Protected Website, Digital Certificate, Encryption, Viruses, Credit Card fraud, Firewall.

SPECIFIC OUTCOME 3

Use a Graphical User Interface (GUI)-based browser to display a given Web Page.

Notes

Range

Associated Assessment Criteria 1

A connection is made with the World Wide Web.

Notes

Range

At least one of the following connection types are used:

- Via an Internet Service Provider, LAN or WAN.

Associated Assessment Criteria 2

A browser application is opened and closed.

Notes

Range

Associated Assessment Criteria 3

The given Web Page is displayed.

Notes

Range

Associated Assessment Criteria 4

A Web Page is saved as a file.

Notes

Range

Associated Assessment Criteria 5

A Web Page is stopped from loading.

Notes

Range

Associated Assessment Criteria 6

A Web Page is refreshed.

Notes

Registered

Range

Associated Assessment Criteria 7

The browser Home Page is changed.

Notes

Range

SPECIFIC OUTCOME 4

Adjust settings to customise the view and preferences of the browser application.

Notes

Range

Associated Assessment Criteria 1

Toolbars are displayed and hidden.

Notes

Range

Associated Assessment Criteria 2

Images on a Web page are displayed and hidden.

Notes

Range

Associated Assessment Criteria 3

Previously visited URLs are listed.

Notes

Range

Associated Assessment Criteria 4

The list of previously visited URLs is deleted.

Notes

Range

SPECIFIC OUTCOME 5

Navigate on the Internet.

Notes

Range

Associated Assessment Criteria 1

Links are activated and control is passed back to the original page.

Notes

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Range

Hyperlink, Image Link.

Associated Assessment Criteria 2

Control is past backwards and forwards through pages of a website.

Notes

Range

Associated Assessment Criteria 3

Text is extracted from a web page and copied into a file.

Notes

Range

Associated Assessment Criteria 4

An image on a web page is saved to a file.

Notes

Range

Associated Assessment Criteria 5

Web pages are bookmarked.

Notes

Range

Associated Assessment Criteria 6

Bookmarks are deleted.

Notes

Range

SPECIFIC OUTCOME 6

Use a Search Engine to locate given information specifications.

Notes

Range

Associated Assessment Criteria 1

Search Engines are identified and opened.

Notes

Range

Minimum of two Search Engines.

Associated Assessment Criteria 2

A search locates information that matches the given information specifications.

Notes

Range

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Associated Assessment Criteria 3

A complex search locates information that matches the given information specifications.

Notes

Range

A simple and complex search needs to be completed. Complex means the use of common logical operators such as AND, OR, AND NOT, as well as the use of a wild card like "*". At least one operator should be included in a complex search.

SPECIFIC OUTCOME 7

Obtain information from a Web site.

Notes

Range

Associated Assessment Criteria 1

Web site information is saved to a local storage device.

Notes

Range

Text format, HTML format.

Associated Assessment Criteria 2

A web site object is downloaded to a local storage device.

Notes

Range

At least one of the following: Graphics, sound, software.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.

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UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by locating information on the internet.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by organizing information in a web browser.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by locating and analyzing information using a web browser.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others, by locating information using a web browser.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7573, which was "Demonstrate ability to use the World Wide Web", Level 2, 3 Credits.

Supplementary information:

Definitions:

- "Internet" refers to a global network connecting millions of computers. More than 100 countries are linked into exchanges of data, news and opinions.
- "Web Browser" refers to a software application used to locate and display web pages. The popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text.

Assessor Notes:

- Common GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- This unit standard is not suitable for assessment by simulation.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

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- PC-Personal computer.
- CD-Compact disk.
- GUI-Graphical User Interface.
- LAN-Local area network.
- WAN-Wide area network.
- ISP-Internet Service Provider.
- URL-Uniform Resource Locator.
- WWW-World wide web (Internet).
- HTML-HyperText Markup Language.



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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:
Operate a personal computer system

SAQA US ID		UNIT STANDARD TITLE	
116932		Operate a personal computer system	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 1	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to be able to operate a personal computer either as a user of computers or as basic knowledge for a career in the ICT industry.

People credited with this unit standard are able to:

- Start up and shut down a personal computer system using standard and non standard methods.
- Change the configuration of a personal computer.
- Use personal computer operating system functions.
- Use operating system utilities.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Communication skills at least at General Education and Training (GET) level.

UNIT STANDARD RANGE

- This standard is applicable to Graphical User Interface and Text Interface based operating systems.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Start up and shut down a personal computer system using standard and non standard methods.

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Notes

Range

Associated Assessment Criteria 1

The computer is powered up according to the manufacturers' instructions.

Notes

Range

Associated Assessment Criteria 2

Errors experienced are explained and appropriate action is taken to correct the error.

Notes

Range

Associated Assessment Criteria 3

The computer "boots up" to the point where it is ready to use.

Notes

Range

Associated Assessment Criteria 4

User login information is correctly entered.

Notes

Range

This only applies to computers where, login information is required.

Associated Assessment Criteria 5

The computer is shut down according to the manufacturers' instructions.

Notes

Range

Using the mouse, and/or using the keyboard to shut down.

Associated Assessment Criteria 6

The computer is switched off according to the manufacturers' instructions.

Notes

Range

Order of switching off.

Associated Assessment Criteria 7

Examples of situations when a non-standard start-up should be used and the method for performing this operation is demonstrated.

Notes

Range

At least 2 examples must be given.

Associated Assessment Criteria 8

Examples of situations when a non-standard shut-down should be used and the method for performing this operation is demonstrated.

Notes

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Range

At least 1 example must be given.

SPECIFIC OUTCOME 2

Change the configuration of a personal computer.

Notes

Range

At least two of: date, time, volume controller, display properties, desktop theme, screen saver, screen pixel resolution, keyboard language.

Associated Assessment Criteria 1

The configuration function is described in terms of purpose and use.

Notes

Range

Associated Assessment Criteria 2

The configuration function is selected using an appropriate process.

Notes

Range

The process is dependent on the particular operating system being used.

Associated Assessment Criteria 3

The configuration is changed.

Notes

Range

Associated Assessment Criteria 4

The use of the configuration function produced the anticipated outcome.

Notes

Range

SPECIFIC OUTCOME 3

Use personal computer operating system functions.

Notes

Range

At least three of: format any disk, install software, install hardware, uninstall software, print screen (screen print).

Associated Assessment Criteria 1

The function is described in terms of purpose and use.

Notes

Range

Associated Assessment Criteria 2

The function is selected using an appropriate process.

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Notes

Range

The process is dependent on the particular operating system being used.

Associated Assessment Criteria 3

The function is used according to the manufacturer's instructions.

Notes

Range

Associated Assessment Criteria 4

The use of the function produced the anticipated outcome.

Notes

Range

SPECIFIC OUTCOME 4

Use operating system utilities.

Notes

Range

At least two of: Diskcopy, Scandisk, Recycle Bin, Calculator, File editor.

Associated Assessment Criteria 1

The system utility program is started.

Notes

Range

Associated Assessment Criteria 2

Appropriate input is given to the utility.

Notes

Range

Associated Assessment Criteria 3

The use of the utility achieves the anticipated outcome.

Notes

Range

Associated Assessment Criteria 4

The utility is closed.

Notes

Range

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

Registered

- The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by identifying simple operating problems when operating a personal computer.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by understanding the personal computer operating system functions.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by ensuring that personal computer configurations are operated and maintained in accordance with manufacturers' instructions.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by acting responsibly when operating and maintaining personal computer system.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7547, which was "Operate a personal computer system ", Level 2, 6 Credits.

Registered

Supplementary information:

Where not specified otherwise, all options in the range statement must be covered to confirm that a learner is competent in the specific outcome.

Definitions:

- Disks - This refers to all types of removable storage devices/hard drives, like a CD, Stiffy, Floppy, Flashdrive.

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.
- LAN - Local area network.
- WAN - Wide area network.
- SP - Internet Service Provider.
- URL - Uniform Resource Locator.
- WWW - World wide web (Internet).

Notes:

Common GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations

SAQA US ID		UNIT STANDARD TITLE	
116933		Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 1	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to produce and edit slide presentations using a Graphical User Interface (GUI)-based presentation application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Demonstrate an understanding of the use of presentation applications.
- Create a new slide presentation.
- Produce a slide presentation from given text.
- Format a slide presentation.
- Edit a slide presentation.
- Check spelling and grammar in a slide presentation.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in the following:

- Communication skills at least at General Education and Training(GET) Level.
- ID 116932: Operate a personal computer system, NQF Level 1.
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF Level 1.

UNIT STANDARD RANGE

- This standard is applicable to any presentation application that runs on any Graphical User Interface(GUI) operating system.

Registered

- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Demonstrate an understanding of the use of presentation applications.

Notes

Range

Associated Assessment Criteria 1

Presentation applications are defined in terms of its purpose and use.

Notes

Range

Associated Assessment Criteria 2

Presentations produced using a presentation application are provided with relevant examples.

Notes

Range

At least two examples.

SPECIFIC OUTCOME 2

Create a new slide presentation.

Notes

Range

When creating new presentations, the name of the new presentation must allow the presentation to be easily identified in terms of its purpose and content.

Associated Assessment Criteria 1

The presentation application program is opened to enable capturing of presentation information.

Notes

Range

Associated Assessment Criteria 2

A new slide presentation is created to present given data.

Notes

Range

Minimum 2 slides, default template, no formatting.

Associated Assessment Criteria 3

Saving presentations is explained in terms of its purpose and the destination of the saved file.

Notes

Registered

Range

Associated Assessment Criteria 4

The presentation is saved with a specific name in a specific folder.

Notes

Range

At least two different methods of saving a presentation.

Associated Assessment Criteria 5

An existing presentation is opened and closed.

Notes

Range

Associated Assessment Criteria 6

The presentation application is closed.

Notes

Range

SPECIFIC OUTCOME 3

Produce a slide presentation from given text.

Notes

Range

Minimum of 5 slides.

Associated Assessment Criteria 1

A slide presentation is produced from given text.

Notes

Range

Associated Assessment Criteria 2

The presentation is saved regularly to avoid loss of data.

Notes

Range

Associated Assessment Criteria 3

The benefits of saving a file in different formats are explained with examples.

Notes

Range

Formats: Template, graphic/image, RTF, HTML, slide show, other software versions, other software types.

Associated Assessment Criteria 4

A presentation is saved in a different format.

Notes

Range

At least two of: template, graphic, RTF, HTML, slide show, other software versions,

Registered

other software types.

SPECIFIC OUTCOME 4

Format a slide presentation.

Notes

Range

Minimum 5 slides.

Associated Assessment Criteria 1

A layout is applied to each slide.

Notes

Range

At least: Presentation title, bullet list.

Associated Assessment Criteria 2

A design style is applied to the whole presentation.

Notes

Range

SPECIFIC OUTCOME 5

Edit a slide presentation.

Notes

Range

Associated Assessment Criteria 1

New text is inserted into a slide to update slide information.

Notes

Range

Associated Assessment Criteria 2

Text is selected and de-selected for manipulation in an existing presentation.

Notes

Range

Method of selection: Either keyboard or mouse.

Selection text: Word, line of text, entire slide.

Manipulation includes but is not limited to: Move, copy, delete.

Associated Assessment Criteria 3

A new slide is added to a presentation with a specific layout.

Notes

Range

Associated Assessment Criteria 4

Registered

Text is located in a presentation by using application searching features.

Notes

Range

Associated Assessment Criteria 5

The background colour of the slide presentation is changed.

Notes

Range

Associated Assessment Criteria 6

The design style of the slide presentation is changed.

Notes

Range

Associated Assessment Criteria 7

Changes are made to text to improve readability or correct grammar/spelling.

Notes

Range

At least four of: Font style, font size, colour, shadow, alignment, line spacing.

SPECIFIC OUTCOME 6

Check spelling and grammar in a slide presentation.

Notes

Range

Associated Assessment Criteria 1

Text is checked automatically while entered, for spelling and grammar mistakes.

Notes

Range

Associated Assessment Criteria 2

Text is selected and checked for spelling and grammar mistakes and corrections are made.

Notes

Range

Word, paragraph, slide.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

Registered

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using a presentation application.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by understanding the saved destination and file name conventions.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by effectively using the Help function and by using the check for synonyms and antonyms, and searching for information in the presentation application.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a presentation to improve communication.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a presentation application to create and edit presentation.

UNIT STANDARD ASSESSOR CRITERIA

N/A

Registered

UNIT STANDARD NOTES

This unit standard has replaced 7574, which was "Demonstrate knowledge of and produce a presentation using basic functions", Level 2, 3 Credits.

Assessor Notes:

- Given text for specific outcome 3 to have a minimum of 5 slides.
- Slide design styles must be available on the computer that can be applied automatically to the slide presentation.
- GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC-Personal computer.
- CD-Compact disk.
- GUI-Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application

SAQA US ID		UNIT STANDARD TITLE	
116935		Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 2	2
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to use electronic mail to send and receive messages either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Explain legal, ethical and organisational issues in relation to the use of E-mail.
- Work with multiple E-mail messages.
- Manage E-mail messages.
- Use the address book facilities of an electronic mail application.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in the following:

- Mathematical literacy and communication skills at least at NQF level 1.
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF level 1).
- Use electronic mail to send and receive messages (ID 116945 - NQF level 2).

UNIT STANDARD RANGE

- This standard is applicable to any messaging application that runs on any Graphical User Interface(GUI) operating system.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

Registered

Registered

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Explain legal, ethical and organisational issues in relation to the use of Email.

Notes

Range

Associated Assessment Criteria 1

The implications of legislation on the use of email in an organisation are explained in terms of transmission of information via the Internet.

Notes

Range

The implications of current legislation on the use of information from the internet need to be included in explanations with reference to national and international practice. At least two laws need to be included.

Associated Assessment Criteria 2

Implications to an organisation of providing Email facilities to individuals in the workplace are explained, in terms of security, and virus protection.

Notes

Range

Associated Assessment Criteria 3

Security considerations of using the Internet for transmitting messages are described in terms of both security and its implications to the immediate environment.

Notes

Range

At least 2 of: Digital Certificate, Encryption, Viruses, Spam Filter, unsolicited mail.

SPECIFIC OUTCOME 2

Manage E-mail messages.

Notes

Range

Associated Assessment Criteria 1

Default mail folders are identified and explained in terms of their purpose.

Notes

Range

Inbox (messages received), outbox (messages to be sent), sent messages (messages that have been sent), deleted messages, drafts (messages created but not sent).

Associated Assessment Criteria 2

New mail folders are created in order to organize messages in an email application.

Notes

Range

Minimum of two new mail folders.

Registered

Associated Assessment Criteria 3

E-mail messages are manipulated between mail folders.

Notes

Range

Moved, Copied.

Associated Assessment Criteria 4

E-mail messages are sorted within a mail folder.

Notes

Range

By date, by sender, by subject; ascending and descending.

Associated Assessment Criteria 5

The priority of an outgoing message is changed within an email application, in order to allow urgent message to be sent first.

Notes

Range

SPECIFIC OUTCOME 3

Use the address book facilities of an electronic mail application.

Notes

Range

Associated Assessment Criteria 1

Address books are identified and explained in terms of their purpose and use.

Notes

Range

At least two of: global address book, personal address book, special address books.

Associated Assessment Criteria 2

An address is added to and removed from a personal address book.

Notes

Range

At least one of: Copied from another address book, added manually, added from an E-mail message.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

Source: National Learners' Records Database

Unit Standard 116935

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Registered

Registered

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour. An example of the standards expected is the standards found in ISO 9000 Certified Organisations.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using an Email application.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by organizing email messages into relevant folders within an Email application.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by receiving, analyzing, organizing and critically evaluating email messages sent and received.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by creating and responding to Emails relevant to a specific topic.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using an Email application to communicate to others in various places in a wide spread area.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7571, which was " Demonstrate the ability to use electronic mail software to send and receive messages", Level 2, 3 Credits.

Definitions:

Registered

- "Internet" refers to a global network connecting millions of computers. More than 100 countries are linked into exchanges of data, news and opinions.
- "E-Mail" and Email both refer to the same facility and are used interchangeably in this unit standard, with the same meaning.
- "Web Browser" refers to a software application used to locate and display web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text.

This unit standard is not suitable for assessment by simulation.

Common GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.

Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.
- LAN - Local area network.
- ISP - Internet Service Provider.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based database application to work with simple databases

SAQA US ID		UNIT STANDARD TITLE	
116936		Use a Graphical User Interface (GUI)-based database application to work with simple databases	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to create and edit simple databases using a Graphical User Interface (GUI)-based database application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Understand the principles of databases.
- Open and save a simple existing database.
- Produce and edit a simple database from given specifications.
- Data is entered into a simple database table from given specifications.
- Modify the design of a database table.
- Sort and search for records in a database table.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF level 2.
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF level 1).
- Use a Graphical User Interface (GUI)-based word processor to format documents (ID 117924 - NQF level 2).
- Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem (ID 116940 - NQF level 2).

UNIT STANDARD RANGE

- This standard is applicable to any database application that operates in a Graphical User Interface (GUI)-based environment.

Source: National Learners' Records Database

Unit Standard 116936

18/06/2007

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Registered

Registered

- This standard is restricted to database applications that run on personal computers, or small computer platforms, rather than mainframe or large computer systems. The database table are physically inside the same computer file (flat file) and does not contain references to tables outside the physical file.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Understand the principles of databases.

Notes

Range

Associated Assessment Criteria 1

A database management system is defined in terms of its purpose and use.

Notes

Range

Associated Assessment Criteria 2

Examples of uses of databases are provided.

Notes

Range

At least three examples.

Associated Assessment Criteria 3

Properties of databases are described in terms of their purpose and relation to the database as a whole.

Notes

Range

Field, Record, Table, Index, Field Property, Data type.

SPECIFIC OUTCOME 2

Open and save a simple existing databases.

Notes

Range

Associated Assessment Criteria 1

The database application is opened or started.

Notes

Range

Associated Assessment Criteria 2

Registered

The parts of the database application window are described in terms of their features and use.

Notes

Range

All of: Menu Bar, Toolbar, Status Bar, scroll bar, Object Bar.

Associated Assessment Criteria 3

An existing database is opened.

Notes

Range

Associated Assessment Criteria 4

Data is entered into an existing database table.

Notes

Range

At least 5 records are entered.

Associated Assessment Criteria 5

Saving a database giving it a descriptive name related to its purpose and use.

Notes

Range

Associated Assessment Criteria 6

The database is closed.

Notes

Range

Associated Assessment Criteria 7

The database application program is closed.

Notes

Range

SPECIFIC OUTCOME 3

Produce and edit a simple database table from given specifications.

Notes

Range

At least 5 fields.

Associated Assessment Criteria 1

A database table is created with the required format bases on a given specification.

Notes

Range

Data types to include at least: text, numeric, date, currency.

Associated Assessment Criteria 2

The database table is saved with a descriptive name, as per the given specification.

Registered

Notes

Range

The name of the new database table and database must allow the database table and database to be easily identified in terms of its purpose and content.

Associated Assessment Criteria 3

A column is moved within the database table.

Notes

Range

Associated Assessment Criteria 4

Column widths of columns in the database table are changed.

Notes

Range

At least 2 columns.

Associated Assessment Criteria 5

A database table is deleted.

Notes

Range

Associated Assessment Criteria 6

The database table is saved and closed.

Notes

Range

SPECIFIC OUTCOME 4

Data is entered into a simple database table from given specifications.

Notes

Range

At least 5 fields.

Associated Assessment Criteria 1

A new record is added to the database table.

Notes

Range

At least 2 records are added.

Associated Assessment Criteria 2

Data in the database table is modified.

Notes

Range

At least 3 records are modified.

Associated Assessment Criteria 3

Data in the database table is deleted.

Notes

Registered

Range

Associated Assessment Criteria 4

A record is deleted from the database table.

Notes

Range

SPECIFIC OUTCOME 5

Modify the design of a database table.

Notes

Range

Associated Assessment Criteria 1

An existing database table is opened in design view.

Notes

Range

Associated Assessment Criteria 2

The consequences of changing a field size are discussed.

Notes

Range

Associated Assessment Criteria 3

Field formats are modified.

Notes

Range

Field size, Number field, Date field.

Associated Assessment Criteria 4

A field is moved in the database table.

Notes

Range

Associated Assessment Criteria 5

A new field is added to the database table.

Notes

Range

Associated Assessment Criteria 6

A field is deleted from the database table.

Notes

Range

Registered

Associated Assessment Criteria 7

The consequences of the changes made are explained and corrected if necessary.

Notes

Range

Type conversions.

SPECIFIC OUTCOME 6

Sort and search for records in a database table.

Notes

Range

Associated Assessment Criteria 1

A record in a database table is sorted according to one field.

Notes

Range

Ascending, descending.

Associated Assessment Criteria 2

A record is located in a database table, by searching for specific data within the table.

Notes

Range

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.

Registered

- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a database application to address a given business problem.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by using a database application to organize information into tables, rows and columns for a specific purpose.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by using a database application to organize and capture information.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a database application to organize information into tables, rows and columns for a specific purpose.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a database application effectively.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7569, which was "Demonstrate understanding of the basic concepts of databases and the ability to plan and create a simple database", Level 2, 3 Credits.

Supplementary Information:

Definitions:

- Database - in this standard the term database refer to a database or database management system that contains data in tables, records and fields that relate only to each other, within the same database file, and do not relate to other databases or tables within other databases.
- A "simple user document" - in this standard includes a short description of the purpose of the database, and how to use the database.

Assessor Notes:

Registered

- a. Specifications for specific outcome 3 to 5 should be given to the candidate, and should have at least 5 fields and 5 records.
- b. GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- c. Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

SAQA US ID		UNIT STANDARD TITLE	
116937		Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 2	4
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to create and edit spreadsheets using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Demonstrate an understanding of the principles of spreadsheets.
- Create, open and save spreadsheets.
- Produce a spreadsheet from a given specification.
- Edit a spreadsheet.
- Format a spreadsheet.
- Check spelling in a spreadsheet.
- Print a spreadsheet using features specific to spreadsheets.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF Level 1.
- Operate a personal computer system (ID 116932 - NQF Level 1).
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF Level 1).

UNIT STANDARD RANGE

- This standard is applicable to any spreadsheet application that runs on any Graphical User Interface(GUI) operating system.

Registered

- Where spreadsheets are referenced, it refers to a whole spreadsheet, a single page of a spreadsheet, or selected text in a spreadsheet.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Demonstrate an understanding of the principles of spreadsheets.

Notes

Range

Associated Assessment Criteria 1

Spreadsheet is defined in terms of its purpose and use.

Notes

Range

Uses include but is not limited to:

- Automation of repetitive calculation tasks, organisation of data into rows and columns.

Associated Assessment Criteria 2

Examples of spreadsheets that can be produced using a spreadsheet application are provided.

Notes

Range

At least three examples.

Associated Assessment Criteria 3

The benefits of using a spreadsheet application for producing and working with spreadsheets are explained.

Notes

Range

At least three benefits.

Associated Assessment Criteria 4

Examples of spreadsheet programs are named.

Notes

Range

Associated Assessment Criteria 5

Properties of a spreadsheet are identified and described in terms of its purpose and use.

Notes

Range

Properties include but is not limited to:

Registered

- Rows, columns, cells, cell cursor.

SPECIFIC OUTCOME 2

Create, open and save spreadsheets.

Notes

Range

When creating new spreadsheets, the name of the new spreadsheet must allow the spreadsheet to be easily identified in terms of its purpose and content.

Associated Assessment Criteria 1

The spreadsheet application program is opened.

Notes

Range

Associated Assessment Criteria 2

A new spreadsheet is created.

Notes

Range

At least 4 columns and 4 rows of data are entered, no calculations.

Associated Assessment Criteria 3

Methods of moving the cell cursor are demonstrated in order to move about the spreadsheet.

Notes

Range

At least 2 methods are demonstrated.

Associated Assessment Criteria 4

Saving spreadsheets is explained in terms of its purpose and the destination of the saved file.

Notes

Range

Associated Assessment Criteria 5

The spreadsheet is saved with a specific name in a specific folder.

Notes

Range

At least two different methods of saving a spreadsheet.

Associated Assessment Criteria 6

The spreadsheet is closed.

Notes

Range

Associated Assessment Criteria 7

An existing spreadsheet is opened and closed.

Notes

Range

Registered

Associated Assessment Criteria 8

The spreadsheet application program is closed.

Notes

Range

SPECIFIC OUTCOME 3

Produce a spreadsheet from a given specification.

Notes

Range

At least 8 rows and 5 columns should be contained in the spreadsheet produced.

Associated Assessment Criteria 1

A spreadsheet is produced with the required data from given specification.

Notes

Range

Text, numbers, dates.

Associated Assessment Criteria 2

Formula are entered to achieve the given specification.

Notes

Range

Formulae: addition, subtraction, division, multiplication, sum.

Associated Assessment Criteria 3

The differences between data cells, label cells, and formula cells are explained.

Notes

Range

Associated Assessment Criteria 4

The spreadsheet is in accordance with the given specifications.

Notes

Range

Associated Assessment Criteria 5

Practices are demonstrated to ensure the integrity of the data.

Notes

Range

Check against data source, check-totals, audit formulae.

Associated Assessment Criteria 6

The benefits of saving a file in different formats is explained.

Notes

Range

Formats: Text, CSV, HTML, other software versions, other software types.

Associated Assessment Criteria 7

Registered

A spreadsheet is saved in a different format.

Notes

Range

At least two of: Text, CSV, HTML, other software versions, other software types.

SPECIFIC OUTCOME 4

Edit a spreadsheet.

Notes

Range

Associated Assessment Criteria 1

An existing spreadsheet is opened.

Notes

Range

Associated Assessment Criteria 2

Cells are selected for manipulation and de-selected.

Notes

Range

Cell, cell range, entire column, entire row, entire spreadsheet.

Associated Assessment Criteria 3

Cells are manipulated.

Notes

Range

Move, copy, delete.

Associated Assessment Criteria 4

Use the automatic fill feature to automatically enter data in cells.

Notes

Range

At least two of: Year, Quarter, Month, Week, Day.

Associated Assessment Criteria 5

Text is located and replaced in a spreadsheet by using features of the application.

Notes

Range

SPECIFIC OUTCOME 5

Format a spreadsheet.

Notes

Range

Associated Assessment Criteria 1

Registered

Cells are formatted using formatting features of the spreadsheet application.

Notes

Range

Formatting features include the following: Style, Alignment, Font, Background colour. At least one option listed out of each formatting feature must be performed: Style (Text, number, date, currency, percentage), Alignment (left, center, right, justified, text direction), Font (type, size, style - italic, bold, underlined, colour, strike-through, superscript, subscript), Background colour.

Associated Assessment Criteria 2

Rows are formatted.

Notes

Range

Height, automatic fit.

Associated Assessment Criteria 3

Columns are formatted.

Notes

Range

Width, automatic fit.

SPECIFIC OUTCOME 6

Check spelling and grammar in a spreadsheet.

Notes

Range

Associated Assessment Criteria 1

The dictionary to be used for spelling and word usage is set up.

Notes

Range

Associated Assessment Criteria 2

Text is entered and corrected automatically while entering.

Notes

Range

Associated Assessment Criteria 3

Text is checked for spelling and grammar and corrections made based on judgement.

Notes

Range

Cell, range of cells.

Associated Assessment Criteria 4

Words are added to the custom dictionary.

Notes

Range

Registered

SPECIFIC OUTCOME 7

Print a spreadsheet using features specific to spreadsheets.

Notes

Range

Associated Assessment Criteria 1

The printing of gridlines is altered.

Notes

Range

Printing of gridlines on or off.

Associated Assessment Criteria 2

A row is selected to print on each page of the printed spreadsheet.

Notes

Range

Associated Assessment Criteria 3

Different ways of printing sheets within a spreadsheet are demonstrated, according to given specifications.

Notes

Range

Different ways include but are not limited to:

- Entire workbook, active sheets.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Proficient in relevant application packages.
- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of South Africa, especially with regard to copyright, privacy, health and safety, and consumer rights.

Registered

- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.

- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a spreadsheet application to perform calculations.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by using a spreadsheet application to organize information into rows and columns for a specific purpose.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by using a spreadsheet application to organize and perform calculations.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a spreadsheet application to organize information into rows and columns for a specific purpose to each communication.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a spreadsheet application effectively.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7572, which was "Demonstrate knowledge of and produce computer spreadsheets using basic functions", Level 2, 3 Credits.

Assessor Notes:

- GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

Registered

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based word processor to create and edit documents

SAQA US ID		UNIT STANDARD TITLE	
116938		Use a Graphical User Interface (GUI)-based word processor to create and edit documents	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 1	4
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to produce and edit documents using a GUI-based word processor either as a user of computers or as basic knowledge for a career in the ICT industry.

People credited with this unit standard are able to:

- Demonstrate an understanding of the principles of word processing.
- Create, open and save documents.
- Produce a document from given text.
- Format a document.
- Edit a document.
- Check spelling and grammar in a document.
- Adjust the display characteristics.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Communication skills at least at General Education and Training(GET) level.
- ID 116932: Operate a personal computer system, NQF level 1.
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF level 1.

UNIT STANDARD RANGE

- This standard is applicable to any word processor application that runs on any Graphical User Interface(GUI) operating systems.

Registered

Registered

- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Demonstrate an understanding of the principles of word processing.

Notes

Range

Associated Assessment Criteria 1

Word processing is defined in terms of its purpose and use.

Notes

Range

Associated Assessment Criteria 2

Documents that can be produced using a word processor are provided, with relevant examples.

Notes

Range

At least three examples.

Associated Assessment Criteria 3

The benefits of using a word processor for producing documents are explained.

Notes

Range

At least three benefits.

SPECIFIC OUTCOME 2

Create, open and save documents.

Notes

Range

When creating new documents, the name of the new document must allow the document to be easily identified in terms of its purpose and content.

Associated Assessment Criteria 1

The word processing program is opened.

Notes

Range

Associated Assessment Criteria 2

The parts of the word processor window are described in terms of their features and use.

Notes

Range

Registered

At least 2 of: Menu Bar, Toolbar, Status Bar, scroll bar, ruler.

Associated Assessment Criteria 3

A new document is created.

Notes

Range

Associated Assessment Criteria 4

Saving documents is explained in terms of its purpose and the destination of the saved file.

Notes

Range

Associated Assessment Criteria 5

The document is saved with a specific name in a specific folder.

Notes

Range

At least two different methods of saving a document.

Associated Assessment Criteria 6

The document is closed.

Notes

Range

Associated Assessment Criteria 7

An existing document is opened.

Notes

Range

Associated Assessment Criteria 8

The word processing program is closed.

Notes

Range

SPECIFIC OUTCOME 3

Produce a document from given text.

Notes

Range

Associated Assessment Criteria 1

A document is produced with the required data from given text.

Notes

Range

Associated Assessment Criteria 2

Registered

The document is saved regularly to avoid loss of data.

Notes

Range

Associated Assessment Criteria 3

The benefits of saving a file in different formats are explained.

Notes

Range

At least two of: RTF, Text, HTML, other software versions, other software types.

Associated Assessment Criteria 4

A document is saved in a different format.

Notes

Range

At least two of: RTF, Text, HTML, other software versions, other software types.

SPECIFIC OUTCOME 4

Format a document.

Notes

Range

Associated Assessment Criteria 1

A paragraph is manually formatted.

Notes

Range

Alignment, justification, line spacing, indentation, paragraph spacing, line and page break control, hyphenation.

Associated Assessment Criteria 2

Text is manually formatted.

Notes

Range

At least three of: Font (type, size, style - italic, bold, underlined), font colour, font effects (shadow, small capitals, outline, strike-through, superscript, subscript).

SPECIFIC OUTCOME 5

Edit a document.

Notes

Range

Associated Assessment Criteria 1

Data is inserted into a document.

Notes

Range

Method of input: insert, typeover; type of data: text, special characters, page break.

Registered

Associated Assessment Criteria 2

Text is selected for manipulation and de-selected.

Notes

Range

- Method of selection: keyboard, mouse.
- Selection text: word, line of text, sentence, paragraph, entire document.

Associated Assessment Criteria 3

Text is manipulated.

Notes

Range

Move, copy, delete.

Associated Assessment Criteria 4

The format of selected text is copied to other text.

Notes

Range

Selected text may be any of: word, line of text, sentence, paragraph, entire document.

Associated Assessment Criteria 5

Text is located and replaced in a document.

Notes

Range

SPECIFIC OUTCOME 6

Check spelling and grammar in a document.

Notes

Range

Associated Assessment Criteria 1

Text is entered and corrected automatically while entering.

Notes

Range

Associated Assessment Criteria 2

Text is checked for spelling and grammar and corrections made based on judgement.

Notes

Range

Word, paragraph, document.

Associated Assessment Criteria 3

Words are added to the custom dictionary.

Notes

Range

Registered

SPECIFIC OUTCOME 7

Adjust the display characteristics.

Notes

Range

Associated Assessment Criteria 1

The page view mode is changed.

Notes

Range

Any three of: normal, web, print layout, outline, draft, multi-page.

Associated Assessment Criteria 2

The document view is increased and decreased.

Notes

Range

Using a zoom feature.

Associated Assessment Criteria 3

Toolbars are removed and added.

Notes

Range

Associated Assessment Criteria 4

Ruler is viewed and removed.

Notes

Range

Associated Assessment Criteria 5

Non-printing characters are displayed and removed.

Notes

Range

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programs of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.

Registered

- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using a word processing application.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by understanding the saved destination and file name conventions.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by effectively using the Help function and by using the check for synonyms and antonyms.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by organising the text within a document.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a word processing application to create and edit documents.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems by understanding the application of formats, effects and graphics in documents.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced:

- 7568, which was " Demonstrate knowledge of and produce word processing documents using basic functions", Level 2, 3 Credits.
- 7570, which was "Produce word processing documents for business", Level 3, 5 Credits.

Registered

Assessor Notes:

- Given text for specific outcome 3 to have a minimum of 150 words and a maximum of 300 words.
- GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC-Personal computer.
- CD-Compact disk.
- GUI-Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem

SAQA US ID		UNIT STANDARD TITLE	
116940		Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to plan, produce, use and spreadsheets to solve problems using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Prepare and produce a spreadsheet to provide a solution to a given problem.
- Adjust settings to customise the view and preferences of the spreadsheet application.
- Work with multiple worksheets.
- Apply formulae to worksheets to provide alternative solutions to a problem.
- Apply simple built-in functions of the spreadsheet application to the given problem.
- Apply formatting to a spreadsheet applicable to the given problem.
- Use special effects to improve the presentation of the spreadsheet.
- Evaluate a spreadsheet.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF level 2.
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF level 1.
- ID 116937 Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets, NQF level 2.

UNIT STANDARD RANGE

Registered

This standard is applicable to any spreadsheet application that runs on any Graphical User Interface(GUI) operating system:

- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Prepare and produce a spreadsheet to provide a solution to a given problem.

Notes

Range

Associated Assessment Criteria 1

An outline solution is developed to meet the requirements of a given brief.

Notes

Range

Associated Assessment Criteria 2

The spreadsheet produced addresses the given problem.

Notes

Range

SPECIFIC OUTCOME 2

Adjust settings to customise the view and preferences of the spreadsheet application to suite the solution created for the given problem.

Notes

Range

Associated Assessment Criteria 1

Toolbar menus are switched off and on.

Notes

Range

Associated Assessment Criteria 2

The view of the spreadsheet is enlarged and made smaller.

Notes

Range

Associated Assessment Criteria 3

The way that the spreadsheet is viewed is changed.

Notes

Registered

Range

Associated Assessment Criteria 4

Cells are frozen to prevent scrolling.

Notes

Range

Row, column, both.

Associated Assessment Criteria 5

The default file location is changed.

Notes

Range

Associated Assessment Criteria 6

A user name is added to the file.

Notes

Range

SPECIFIC OUTCOME 3

Work with multiple worksheets to suite the solution to the given problem.

Notes

Range

Associated Assessment Criteria 1

The purpose of using multiple worksheets within one spreadsheet file are explained with examples.

Notes

Range

Associated Assessment Criteria 2

New worksheets are opened.

Notes

Range

Minimum 3 worksheets.

Associated Assessment Criteria 3

Worksheets are renamed in terms of their purpose within the solution to the given problem.

Notes

Range

Each worksheet to have a different name, with a purpose within the solution.

Associated Assessment Criteria 4

Cells are manipulated between worksheets.

Notes

Range

Registered

Cell range at least two of:

- Cell, range of cells, entire columns, entire row, entire worksheet.

Type of manipulation:

- move, copy.

Associated Assessment Criteria 5

A worksheet within a workbook (or spreadsheet) is deleted.

Notes

Range

SPECIFIC OUTCOME 4

Apply formulae to worksheets to provide alternative solutions to the given problem.

Notes

Range

Formulae to include at least 3 of:

- Addition(+), subtraction (-), multiplication (*), division (/), percentage (%).

Associated Assessment Criteria 1

Formulae are entered taking into consideration the natural order of operation.

Notes

Range

Associated Assessment Criteria 2

Formulae are entered to deliberately change the natural order of operation.

Notes

Range

Associated Assessment Criteria 3

Formula error messages are correctly interpreted and the formula corrected accordingly.

Notes

Range

Associated Assessment Criteria 4

The difference between relative and absolute cell addressing is demonstrated by using it in a formula.

Notes

Range

Associated Assessment Criteria 5

Data are changed to test possible solutions to the given problem without having to change formulae.

Notes

Registered

Range

Associated Assessment Criteria 6

Scenarios are created that demonstrate different possible outcomes.

Notes

Range

SPECIFIC OUTCOME 5

Apply simple built-in functions of the spreadsheet application to the given problem.

Notes

Range

Associated Assessment Criteria 1

Functions are explained in terms of their purpose, use and construct.

Notes

Range

At least one function to be used as an example.

Associated Assessment Criteria 2

Simple Mathematical functions are applied to the given problem.

Notes

Range

At least the following functions:

- Sum a range, round to a specified number of decimals.

Associated Assessment Criteria 3

Statistical functions are applied that achieve the anticipated result.

Notes

Range

At least two of the following functions:

- Average a range, count the number of cells that contain numbers, find the highest value in a range, find the lowest value in a range.

SPECIFIC OUTCOME 6

Apply formatting to a spreadsheet applicable to the given problem.

Notes

Range

Associated Assessment Criteria 1

Methods of automatically formatting a spreadsheet are explained.

Notes

Registered

Range

Templates, styles, manual.

Associated Assessment Criteria 2

A spreadsheet is created using a template.

Notes

Range

Associated Assessment Criteria 3

Cells are formatted using styles.

Notes

Range

Number, date, currency, percentage.

Associated Assessment Criteria 4

Formats are copied between cells.

Notes

Range

SPECIFIC OUTCOME 7

Use special effects to improve the presentation of the spreadsheet.

Notes

Range

Associated Assessment Criteria 1

Text is centered across a cell range.

Notes

Range

Associated Assessment Criteria 2

Orientation of text within a cell is changed.

Notes

Range

Associated Assessment Criteria 3

A border is applied to cells and removed from cells.

Notes

Range

Cell, range of cells, entire column, entire row.

Associated Assessment Criteria 4

Fill (shading) is applied to cells and removed from cells.

Notes

Range

Cell, range of cells, entire column, entire row.

Registered

SPECIFIC OUTCOME 8

Evaluate a spreadsheet to comply with the given problem.

Notes

Range

Associated Assessment Criteria 1

The spreadsheet is evaluated for compliance with a given problem, appropriate formatting, readability, legibility, presentation, accuracy, and data integrity.

Notes

Range

Associated Assessment Criteria 2

The spreadsheet is modified if required and compliance with the brief is confirmed.

Notes

Range

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: Quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Registered

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a spreadsheet application to perform calculations.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by using a spreadsheet application to organize information into rows and columns for a specific purpose.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by using a spreadsheet application to organize and perform calculations.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a spreadsheet application to organize information into rows and columns for a specific purpose to each communication.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a spreadsheet application effectively.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard replaces unit standard 7567, "Produce and use spreadsheets for business", Level 3, 5 credits.

Assessor Notes:

- Learners are required to plan, produce, use and evaluate a spreadsheet to provide a solution to a given problem. The problem may be either part of the learner's employment tasks (in the case of workplace assessment) or be a set exercise.
- The supplied brief must clearly identify the outcomes to be met by the solution. The brief must contain detailed specifications against which the success or otherwise of the spreadsheets can be evaluated.
- The supplied brief must incorporate requirements to ensure that all assessment criteria are met.
- GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC-Personal computer.
- CD-Compact disk.
- GUI-Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use a GUI-based word processor to create merged documents

SAQA US ID		UNIT STANDARD TITLE	
116942		Use a GUI-based word processor to create merged documents	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to enhance document appearance using a GUI-based word processor either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Describe the uses of merged documents.
- Create a merged document.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF level 2.
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF level 1.
- ID 117924: Use a Graphical User Interface (GUI)-based word processor to format documents, NQF level 2.

UNIT STANDARD RANGE

- This standard is applicable to any word processor application that runs on any Graphical User Interface(GUI) operating system.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Registered

Registered

Describe the uses of merged documents.

Notes

Range

Associated Assessment Criteria 1

Merging of documents is described in terms of its usage.

Notes

Range

Main document, data source, merged document.

Associated Assessment Criteria 2

Applications for merged documents are described in term of their benefits.

Notes

Range

Benefits include but are not limited to at least three of:

- Mass-producing letters, mass-producing labels, mass-producing forms, mass-producing contracts, creating a catalogue.

SPECIFIC OUTCOME 2

Create a merged document.

Notes

Range

Associated Assessment Criteria 1

A data source is created and saved that will be merged with various documents.

Notes

Range

Data source to contain at least 5 fields and 5 records.

Associated Assessment Criteria 2

Documents that suitable for merging with data sources (referred to as main documents) are identified and created with given reasons for suitability.

Notes

Range

Main document to have: at least 4 of fields of the data source, one field to appear more than once.

Associated Assessment Criteria 3

A merged document is created and saved thru the use of the merge function of a word processing application.

Notes

Range

At least two of: letters, labels, forms, envelopes using an existing data source within a word processor, using an external database.

Associated Assessment Criteria 4

Edit a data source and re-produce a merged document to prove the purpose of

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document merging.

Notes

Range

Add record, delete record, sort record, change record.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programs of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by effectively using merged documents.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by setting up the necessary files to merge documents.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by setting up the necessary files to merge documents.

UNIT STANDARD CCFO COMMUNICATING

Registered

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using merged documents.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by demonstrating responsibility in the set up and use of merged documents.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems by merging external data into a master document.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7570, which was "Produce word processing documents for business", Level 3, 5 Credits.

Assessor Notes:

- GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC-Personal computer.
- CD-Compact disk.
- GUI-Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet

SAQA US ID		UNIT STANDARD TITLE	
116943		Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 4	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to enhance spreadsheet appearance using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

- Create and edit a graph/chart.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects in a spreadsheet.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in:

- Mathematical literacy and communication skills at least at NQF level 3.
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF level 1).
- "Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem" (ID 116940 - NQF level 3).

UNIT STANDARD RANGE

- This standard is applicable to any spreadsheet application that runs on any Graphical User Interface (GUI) operating system.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

Source: National Learners' Records Database

Unit Standard 116943

18/06/2007

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SPECIFIC OUTCOME 1

Create and edit a graph.

Notes

Range

Graph refers to all types of graphs and/or charts.

Associated Assessment Criteria 1

The major graph types are defined in terms of their purpose.

Notes

Range

At least 3 of: Pie, Bar, Column, Line, Scatter, Area.

Associated Assessment Criteria 2

A graph is created from a given data source.

Notes

Range

At least 2 of: Pie, Bar, Column, Line, Scatter, Area.

Associated Assessment Criteria 3

A graph is edited.

Notes

Range

At least 3 of: Graph title, axis titles, data labels, background colour, line or bar colour.

Associated Assessment Criteria 4

The graph type is changed.

Notes

Range

Associated Assessment Criteria 5

A graph is copied and moved based on given specifications.

Notes

Range

Within a worksheet, to a different worksheet, to a different spreadsheet file.

Associated Assessment Criteria 6

A graph is resized.

Notes

Range

Associated Assessment Criteria 7

A graph is deleted from a spreadsheet.

Notes

Range

SPECIFIC OUTCOME 2

Registered

Load data from an external data source to produce a given spreadsheet result.

Notes

Range

Associated Assessment Criteria 1

The external data file is checked to ensure that the input into a spreadsheet will achieve the required results.

Notes

Range

Associated Assessment Criteria 2

The format of the input file is determined to ensure correct input into a spreadsheet.

Notes

Range

Tables from another source.

Associated Assessment Criteria 3

The data is copied into the spreadsheet.

Notes

Range

Associated Assessment Criteria 4

The resulting spreadsheet is in accordance with the given spreadsheet result.

Notes

Range

SPECIFIC OUTCOME 3

Insert and edit objects into a spreadsheet.

Notes

Range

Any 2 of the following objects: pictures, images, charts, autoshapes.

Associated Assessment Criteria 1

An object is inserted into a spreadsheet.

Notes

Range

At least 2 of the following: picture, image, chart, autoshape.

Associated Assessment Criteria 2

A selected object is manipulated in a spreadsheet.

Notes

Range

At least 2 of the following: move, copy, resize.

Associated Assessment Criteria 3

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Use a drawing tool to draw an object in the spreadsheet.

Notes

Range

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of the country operating, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a spreadsheet application to perform calculations.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by using a spreadsheet application to organize information into rows and columns for a specific purpose.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by using a spreadsheet application to organize and perform calculations.

UNIT STANDARD CCFO COMMUNICATING

Registered

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a spreadsheet application to organize information into rows and columns for a specific purpose to each communication.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a spreadsheet application effectively.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems by understanding the application of formats, effects and graphics in documents.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

Assessor Notes:

The following must be made available to the learner at the start of the assessment:

- ClipArt gallery.
- At least one picture and one image in: JPEG, WMF, BMP format.

GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.

Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.



Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Use electronic mail to send and receive messages

SAQA US ID		UNIT STANDARD TITLE	
116945		Use electronic mail to send and receive messages	
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 2	2
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-12-02	2007-12-02	SAQA 1257/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who need to use electronic mail to send and receive messages either as a user of computers or as basic knowledge for a career in the ICT industry.

People credited with this unit standard are able to:

- Understand the concepts and terms of electronic messaging.
- Create and send an E-mail message.
- Receive and respond to e-mails.
- Work with multiple E-mail messages.
- Adjust settings to customise the view and preferences of the E-mail application.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE

The credit value of this unit standard is calculated assuming a person is competent in the following:

- Mathematical literacy and communication skills at least at NQF Level 1.
- Operate a personal computer system (ID 116932 - NQF Level 1).
- Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF Level 1).

UNIT STANDARD RANGE

- This standard is applicable to any messaging application that runs on any Graphical User Interface(GUI) operating system.
- Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

Registered

Registered

SPECIFIC OUTCOME 1

Understand the concepts and terms of electronic messaging.

Notes

Range

Associated Assessment Criteria 1

The structure of an email address is explained using an example.

Notes

Range

Associated Assessment Criteria 2

Aspects of E-Mail Etiquette are described with examples.

Notes

Range

Aspects: content, subject line, privacy, confidentiality, viruses.

Associated Assessment Criteria 3

The benefits of using Email are explained within a specific context.

Notes

Range

May include but is not limited to - speed, cost, time, time zones, portability.

Associated Assessment Criteria 4

The limitations of using the Internet are explained with examples.

Notes

Range

May include but is not limited to - viruses, security, inappropriate use of Email, attachments.

SPECIFIC OUTCOME 2

Create and send an E-mail message.

Notes

Range

When creating new E-mails, the message header/subject line of the new E-mail must allow the E-mail to be easily identified in terms of its purpose and content.

Associated Assessment Criteria 1

The electronic mail application is opened in order to prepare for working with E-mail messages, and closed once finished working with E-mail messages.

Notes

Range

Associated Assessment Criteria 2

The message is addressed to the required recipients.

Notes

Registered

Range

Single and multiple recipients; addressee and CC.

Associated Assessment Criteria 3

The message header (subject) is consistent with the message purpose, and target audience.

Notes

Range

Associated Assessment Criteria 4

Message text is manipulated and checked for spelling mistakes prior to sending.

Notes

Range

Manipulation include: copied, moved, deleted. Copy and move to be demonstrated within and Email message and between E-mail messages.

Associated Assessment Criteria 5

A file is attached to the email message.

Notes

Range

Associated Assessment Criteria 6

An attachment is deleted from an E-mail message.

Notes

Range

Associated Assessment Criteria 7

A connection is established with an Internet Service Provider.

Notes

Range

Associated Assessment Criteria 8

The E-mail is sent to and received by the intended recipients.

Notes

Range

Associated Assessment Criteria 9

The electronic mail application program is closed.

Notes

Range

SPECIFIC OUTCOME 3

Receive and respond to e-mails.

Notes

Range

Registered

Associated Assessment Criteria 1

The senders of the incoming mail are identified.

Notes

Range

Associated Assessment Criteria 2

The contents of incoming E-mails are displayed.

Notes

Range

Message, attached files.

Associated Assessment Criteria 3

Precautions are observed when receiving mail.

Notes

Range

Includes but is not limited to - viruses, discussion lists, spam.

Associated Assessment Criteria 4

Received E-mail messages are viewed in the inbox of the Email application.

Notes

Range

Associated Assessment Criteria 5

Attached files are processed according to given specification.

Notes

Range

Attachment processing may include any of the following: Saving, modifying, forwarding.

Associated Assessment Criteria 6

Incoming mail is highlighted according to required specifications.

Notes

Range

Specifications include but are not limited to:

- Flagged for future follow-up, marked as read/unread.

Associated Assessment Criteria 7

Response to incoming mail is conducted according to given specifications.

Notes

Range

Specification include but are not limited to:

- Reply to sender, reply to all, forward; inclusive and exclusive of the original message.

SPECIFIC OUTCOME 4

Print an E-mail message.

Notes

Registered

Range

Associated Assessment Criteria 1

An E-mail is printed to the default printer.

Notes

Range

A whole E-mail, specific text within an E-mail message.

SPECIFIC OUTCOME 5

Work with multiple E-mail messages.

Notes

Range

Associated Assessment Criteria 1

A number of E-mail messages are opened for processing.

Notes

Range

Minimum 3 E-mail messages.

Associated Assessment Criteria 2

Control is switched between the open E-mail messages.

Notes

Range

Associated Assessment Criteria 3

Text is manipulated between active E-mail messages.

Notes

Range

Minimum of 2 active E-mail messages; type of manipulation: move, copy.

Associated Assessment Criteria 4

Text is copied to an E-mail message from another source.

Notes

Range

Any source other than an E-mail source can be included: Word processor, Web page.

Associated Assessment Criteria 5

Text is deleted from an E-mail message.

Notes

Range

Associated Assessment Criteria 6

An E-mail message is deleted.

Notes

Registered

Range

Sent to an archive facility and deleted completely.

SPECIFIC OUTCOME 6

Adjust settings to customise the view and preferences of the Email application.

Notes

Range

Associated Assessment Criteria 1

Toolbar menus are switched off and on according to use in current situation.

Notes

Range

Associated Assessment Criteria 2

The current view headings are changed according to given requirements.

Notes

Range

Additional columns are added or deleted from the current view.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The relevant Education and Training Quality Authority (ETQA) must accredit providers before they can offer programmes of education and training assessed against unit standards.

Moderation Process:

- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- Performance of all elements complies with the laws of country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.
- All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/or regulatory requirements.
- Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

Registered

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using an Email application.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities responsibly and effectively by organizing email messages into relevant folders within an Email application.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise, and critically evaluate information by receiving, analyzing, organizing and critically evaluating email messages sent and received.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by creating and responding to Emails relevant to a specific topic.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using an Email application to communicate to others in various places in a wide spread area.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

This unit standard has replaced 7571, which was " Demonstrate the ability to use electronic mail software to send and receive messages", Level 2, 3 Credits.

Assessor Notes:

Definitions:

- "Internet" refers to a global network connecting millions of computers. More than 100 countries are linked into exchanges of data, news and opinions.
- "Web Browser" refers to a software application used to locate and display web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text.

This unit standard is not suitable for assessment by simulation.

Common GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.

Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Registered

Abbreviations:

- PC - Personal computer.
- CD - Compact disk.
- GUI - Graphical User Interface.
- LAN - Local area network.
- ISP - Internet Service Provider.

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